

# U.S. Department of Energy

*Project Name*

**Transition Plan**

*September 2002*

# TEMPLATE

U. S. DEPARTMENT OF ENERGY

*Organizational Title 1*

*Organizational Title 2*

## **Change Control Page**

The following information is being used to control and track modifications made to this document.

- 1) Revision Date:  
Author:  
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# Preface

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**Document Version Control:** It is the reader's responsibility to ensure they have the latest version of this document. Questions should be directed to the owner of this document, or the project manager.

This document was generated by the *Project Name* project team. *System/Project Name* will be developed for the *Organizational Name* of the U.S. Department of Energy.

**Lifecycle Stage:** *Project Name* is in the programming stage of the project lifecycle.

**Approval:** *A completed stage exit will constitute approval of this document.*

**Document Owner:** The primary contact for questions regarding this document is:

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## Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the *Project Name* project or who will become involved during the lifecycle.

# **1. Overview**

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## **1.1 Project Objectives**

Briefly describe the business objectives of the system to which this document applies.

## **1.2 System Description**

Briefly describe the system and the functions it is intended to perform. Identify the intended users and the planned operating sites.

## **1.3 Plan Objectives**

Briefly describe the objectives of this plan, e.g., scheduling the transition from acceptance testing to full operational status, identifying staffing and training needs for system operation and maintenance, planning for data migration, etc.

## **1.4 References**

Identify any sources of information used to develop this plan. Include other project documents, such as the Requirements Specification or the Project Plan.

## **1.5 Outstanding Issues**

State any project planning issues or problems relevant to transition planning which are known as of this plan revision.

## **2. System Support Resources**

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### **2.1 Facilities**

Describe the facilities needed to support the deliverable system. This description may include safety and security requirements, special power needs, cabling, room construction, etc.

### **2.2 Hardware**

Describe the hardware and associated documentation needed to support the deliverable system. Include a description of any network or data communication requirements.

### **2.3 Software**

Describe any software and associated documentation needed to support the deliverable system. This may include database platforms, compilers, operating systems, utilities, etc.

### **2.4 Documentation**

List any additional documentation needed to support the deliverable system.

### **2.5 Personnel**

Describe the personnel needed to accomplish the transition, maintenance, and support of the deliverable system, including the anticipated number of personnel, the types and levels of skills and expertise, and any necessary security clearances. Define the project team's role during the transition period.

### **2.6 Training**

Estimate the training requirements for users, operational staff, and support staff.

### **3. Operational Scenarios**

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Develop and describe detailed operational scenarios to be performed by the operational support staff, maintenance staff, and users. Explain how each scenario will impact transition planning, and describe any specific transition procedures that result from these scenarios.

## **4. Transition Planning**

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### **4.1 Release Process**

Document the release process for the deliverable system. Refer to any Configuration Management standards that define an acceptable release, and indicate how Configuration Management will be applied to the operational system product.

### **4.2 Data Migration**

Describe any data that must be migrated into the deliverable system product. List any special issues with regard to data reconstruction or the migration of historical data.

### **4.3 Problem Resolution**

Specify the procedure for identifying, tracking, and resolving problems with the operational system product.

### **4.4 Transition Schedule**

Develop a detailed schedule for transition. Include a breakdown of roles and responsibilities. Address transition through the development, operation, maintenance, and support phases of the system product. Note critical time dependencies on the system support products listed in this document.